



## Federal Bureau of Investigation

Washington, D.C. 20535

July 25, 2018

MS. ALEXA O'BRIEN  
MUCKROCK NEWS  
DEPT MR 17650  
POST OFFICE BOX 55819  
BOSTON, MA 02205-5819

FOIPA Request No.: 1328995-000  
Subject: All FBIHQ Operational Division  
Policy Implementation Guides that  
Supplement the FBI DIOG

Dear Ms. O'Brien:

Reference is made to your Freedom of Information/Privacy Acts (FOIPA) request for FBI records concerning All FBIHQ Operational Division Policy Implementation Guides that Supplement the FBI DIOG. To date you have received 9 processed pages in one interim release. There are still approximately 4,306 pages still to be reviewed.

We are reaching out to you to determine if you are still interested in the remaining records, or, if at this time, you would consider reducing the size of your request from 4,306 pages to under 950 pages, which will move the request to the medium track. Reducing the size of your request may accelerate the processing and allow for a more timely receipt of the information you seek, as it could potentially place your request into a smaller, faster processing track. This may also reduce duplication costs, if applicable. Currently, there is a significant time involved in processing large track cases.

Requests are processed in the order in which they are received through our multi-track processing system, and the FBI receives a voluminous amount of requests on a daily, weekly, monthly, and annual basis. Requests are divided into two primary tracks--simple (under 50 pages of potentially responsive documents) and complex (over 50 pages of potentially responsive documents). Complex requests are further divided into medium (51-950 pages), large (951-8000 pages), and extra-large (over 8000 pages) sub-tracks based upon request size.

Simple track requests typically require the least amount of time to process. The more potentially responsive pages a request has, the more complex it becomes, greatly increasing the time required for processing. Generally, the larger the file, the longer it takes to process.

A review of your request determined it is currently in the extra-large track. The FBI contacted you by email on July 7 and July 17, 2018, to see if there might be a way to possibly narrow the scope. Please telephone my representative at 540-868-1695 or email [fbi.foipa.negotiation@fbi.gov](mailto:fbi.foipa.negotiation@fbi.gov) to confirm your interest in receiving this material. If a response is not received within 30 days of the date of this letter, we will assume that you are no longer interested in receiving this material and your request will be administratively closed.

Sincerely,

David M. Hardy  
Section Chief  
Record/Information

Dissemination Section  
Information Management Division